Job Description	
Post:	Teaching Assistant – Level 1
Pay Scale:	Grade 2 (SCP) 3-4
Responsible to:	Headteacher
Main Location:	School based

Main Duties

Support for the Teacher

Provide support for learning activities by:

- supporting the teacher in planning learning activities.
- supporting the delivery of learning activities.
- supporting the teacher in the evaluation of learning activities.
- setting up, maintaining and dismantling displays.
- escort and supervise pupils on educational visits and out-of-school activities.

Support for Pupils

Help to keep children safe by:

- preparing and maintain a safe and hygienic environment.
- dealing with accidents, emergencies, and illness.
- supporting the safeguarding of children.
- encouraging children's positive behaviour.

Support the children's development by:

- contributing to the development of children physically, emotionally, and socially and the associated skills.
- contributing to children's communication and the intellectual development.

Support children's play and learning by:

- encouraging and supporting children to be creative in physical play.
- offering a range of play opportunities to children.
- supporting children's rights and choices in play.

Support a child with disabilities or special educational needs by:

- providing care and encouragement and supporting personal hygiene needs.
- providing support to help the child to participate in activities and experiences.

Contribute to the moving and handling of children with mobility difficulties by:

- preparing children, environments, and equipment for moving and handling.
- enabling children to move from one position to another.

Support for the School

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.

- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Contribute to positive relationships by effectively interacting with and responding to children and adults, communicating with children and adults
- Provide effect support for your colleagues by maintaining working relationships with colleagues, developing your effectiveness in a support role

Professional standards and development

- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
To possess or be willing to work towards a Level 2 QCF in Teaching and Learning	Essential	A/ I/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	Essential	A/ I/C
To possess or be willing to work towards a full or emergence Paediatric First Aid certificate within 3 months of starting work	Essential	A/ I/C
Willingness to undertake appointed person certificate in first aid administration	Desirable	A/ I/C
Level 2 Certificate Supporting the Wider Curriculum	Desirable	A/ I/C
Knowledge & Experience		
Working with children in a paid or voluntary capacity/ in an educational setting	Desirable	A/ I
Awareness and basic knowledge of school curriculum (within specific age range)	Desirable	A/ I
Basic awareness of inclusion, especially within a school setting	Desirable	A/ I
Experience of working with and/or caring for children (within specific age range)	Desirable	A/ I
Technical Skills & Ability		
Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	Desirable	A/ I
Demonstrate and promote positive value, attitudes and behaviour you expect from pupils with whom you work	Desirable	A/ I
To work towards demonstrating high expectation of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	Desirable	A/ I

Willingness to develop basic understanding of ICT skills. Understanding of basic technology – computer, video, photocopier	Desirable	A/ I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Essential	A/ I
Ability to build and maintain effective working relationships with all pupils and colleagues	Essential	A/ I
Ability to promote a positive ethos, role model and positive attributes	Essential	A/ I
To work towards the ability to continually develop and extend own working practices through observations, evaluation and discussion with colleagues	Essential	A/ I
Excellent written and verbal communication skills	Essential	A/I
Special working conditions		
Ability to attend occasional meetings outside of school hours	Essential	A/ I
Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring	Essential	A/ I
Ability to provide personal care to pupils – for example assisting with dressing, toileting if necessary	Essential	A/ I
Lifting and carrying equipment as required	Essential	A/ I
Personal characteristics		
Willingness to participate in relevant training and development opportunities.	Desirable	A/ I
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R